

SMALL BUSINESS WEEK AWARDS 2011

AWARD CATEGORIES

Please check one or more potential categories:

- ☐ **Small Business Person of the Year:** For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.
- ☐ **Small Business Exporter of the Year:** Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.
- ☐ **SBA Young Entrepreneur of the Year:** Owner will not reach 30th birthday by June 1, 2011, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.
- ☐ **Entrepreneurial Success:** Business that started 'small' by SBA standards, then developed into a large business. Business must have received SBA assistance.
- ☐ **Jeffrey Butland Family Owned Small Business:** A family owned business that has passed from one generation to another and owner has responsibility for operating the business with at least a 15 year track record

NOMINEE INFORMATION

I nominate _____
Title _____
Company/Organization _____
Address _____
Phone _____ Fax _____
E-mail _____

When nominating a business owner please complete the following: Is the company operating profitably _____ # of years in business _____ # of employees _____
annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION

Nominator Name _____
Title _____
Organization _____
Address _____
Phone _____ Fax _____
E-mail _____

See back for nomination binder requirement.

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page (use form provided).
2. A completed background form (SBA Form 3300, Award Nomination Form).
3. An original photo of the nominee (8"x 10" or 5" x 7"); or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter (not to exceed two pages).
5. A biography of the nominee (not to exceed one page).
6. A business profile (not to exceed one page).
7. A statement of the qualities and performance that merit the award (not to exceed two pages). **See below for specific award criteria to be addressed**
8. A financial statement of the business for the past three years (not to exceed twelve pages).
9. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137).

Reply by **November 19, 2010** Mail this form to:

**U.S. Small Business Administration
Montana District Office
10 West 15th Street, Suite 1100
Helena, MT 59626**

For more information, please contact: (406) 441-1089 or crystal.baker@sba.gov. Self-nominations accepted. This form may be duplicated. **For further consideration, a nomination binder with detailed materials will be required.** SBA will contact the nominator with details.

Thanks for your support!

SMALL BUSINESS CHAMPIONS OF THE YEAR

Those who promote small business, including volunteering time and services to small business interests and groups, advocating the cause of small business in the legislative process. Champions need not be small business owners.

- ☐ **Women in Business Champion**
- ☐ **Veteran Small Business Champion**
- ☐ **Home Based Business Champion**

- ☐ **Minority Small Business Champion**
- ☐ **Financial Services Champion**
- ☐ **Small Business Community**

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I nominate _____
Title _____
Company/Organization _____
Address _____
Phone _____ Fax _____
E-mail _____
When nominating a business owner please complete the following: Is the company operating profitably _____ # of years in business _____ # of employees _____
annual sales \$ _____ SIC/NAICS code _____

NOMINATOR'S INFORMATION

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Title _____
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6. A business profile (not to exceed one page).
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2011 NOMINATION CRITERIA BY CATEGORY

Please explain briefly how the nominee has performed as an outstanding small business owner, not to exceed **two** pages.

Small Business Person Award Criteria:

- Staying Power - a substantiated history as an established business.
- Growth in Number of Employees - a benchmark to judge the impact of the business on the job market.
- Increase in Sales and/or Unit Volume - an indication of continued growth.
- Innovativeness of product or service offered - illustrations of the creativity and imagination of the nominee.
- Response to Adversity - examples of problems faced in the nominee's business and the methods used to solve them.
- Evidence of Contributions by Nominee to Aid Community-Oriented Projects -- through the use of his/her personal time and other resources.

Exporter Award Criteria:

- Increased sales, profits and/or growth of employment because of exporting.
- Creative overseas marketing strategies – include a description of the products and markets.
- Effective solutions to export-related problems.
- Description of the products exported and markets served.
- Demonstrated encouragement of other small businesses to export.
- Cooperation with other firms in the creation of export trading companies, and/or introduction of unique trading relationships, products or services.

Young Entrepreneur Award Criteria:

- Evidence of success as measured by sales and profits.
- Increased employment opportunities created by nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Family-Owned Small Business Award Criteria:

- Evidence of success measured by increased sales and profits.
- Increased employment opportunities for family member and non-family members for the nominee's business.
- Demonstrated potential necessary for continuing long-term business success and economic growth.
- Voluntary efforts to strengthen family owned businesses within the community.

Minority Advocate Award Criteria:

- Voluntary efforts beyond business / professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in legal, legislative, managerial, or financial capacities.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.

- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Women in Business Award Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Voluntary efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating the nominee's effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Veteran Small Business Advocate Award Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veterans in government small business policy-making.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Financial Services Advocate Award Criteria:

- The amount and quality of assistance given small businesses in obtaining financing, outside of regular business duties.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.
- Other significant contributions made through the financial services or accounting industries to advance small business interests.

Home-Based Business Award Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based business as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.